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LI 5-100-5
GENERAL
1 November 1956

INSTRUCTION SHEET

Attached revised LI 5-100-5 rescinds LI 5-100-4 and provides for information recently received from the ADD/S. New material involved consists of:

- a. an increase in the number of copies required for proposed regulatory issuances (paragraph 5.b.(2)), and
- b. additional information regarding certain regulatory issuance situations in need of improvement (see Attachment).

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SUBJECT: Preparation and Processing of Agency Regulatory Issuances

REFERENCES: (a) Agency Regulation [REDACTED] dated 19 October 1953
(b) Extracts from ADD/S memorandum dated 12 September 1956 (Attachment)

25X1A

RESCISSION: LI 5-100-4 dated 15 August 1956, subject same as above

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1. GENERAL

This Instruction implements references and establishes responsibilities and procedures regarding the preparation, processing, and control of Agency regulatory issuances by the Office of Logistics.

2. DEFINITION

Agency regulatory issuances as used herein mean those issuances referred to in paragraph 3.a. of [REDACTED] for which the responsibility for development and maintenance rests with the Office of Logistics.

3. POLICY

See "Policies", reference (a).

4. RESPONSIBILITY

a. Each Staff and Division Chief is responsible for:

- (1) Initiating Agency regulatory issuances which are essential and required for the performance of his mission and the over-all logistics mission.

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- (2) Designating an employee (GS-12 or above) to act as Regulations Coordination Officer to whom all routine matters concerning regulatory issuances may be referred.
 - (3) Coordinating with the Chief, Administrative Staff, on all matters which materially affect the status of any issuance being processed.
- b. The Chief, Administrative Staff, is responsible for:
- (1) Planning and directing the regulatory program for the Office.
 - (2) Reviewing and approving all proposed regulatory issuances.
 - (3) Establishing standards and procedures for the administrative control of Agency regulatory issuances.
 - (4) Assisting Staff and Division Chiefs in the determination of the need for Agency regulatory issuances and in resolving problems or points of disagreement which may arise.
 - (5) Effecting coordination with ADD/S and throughout the DD/S area.

5. PROCEDURE

a. Working Level Collaboration

Working level collaboration will be restricted to those components, either internal or external to the Office of Logistics, who have related technical responsibilities and who can materially contribute to the initial development of the proposed issuance.

b. Initiation of Proposed Regulatory Issuances

- (1) Reference (b) contains ADD/S information which highlights certain issuance situations in need of improvement. This information should be reviewed prior to the initiation of any proposed regulatory issuance.

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- (2) Drafts of proposed regulatory issuances, together with an appropriate transmittal memorandum, will be submitted to the Chief, Administrative Staff, in an original and seven copies, assembled in accordance with (3)(b) below.
- (3) The transmittal memorandum will:
 - (a) be addressed to the Assistant Deputy Director (Support) and prepared for signature of the Director of Logistics.
 - (b) be prepared to provide for the following distribution:
 - Original and 4 - addressee
 - 1 - OL official file (yellow)
 - 1 - Initiating component
 - 1 - D/L Hold
 - (c) provide for the following information:
 1. Description:

A description of the proposed issuance and an indication as to what it is designed to accomplish. In the case of a revision, clearly identify the changes and the reasons therefor.
 2. Origin:

A statement giving the origin of the proposed issuance - whether at the initiative of the originating office or at the request of some other Agency element.
 3. Justification:

A brief statement which sets forth clearly the need for the proposed regulation. If the submission of data or reports is required, indicate how and for what purpose the information will be used.

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4. Scope of Interest:

An indication as to whether the proposed issuance is of general interest and application throughout the Agency or limited to a particular group of employees or only a few organizational units.

5. Name and extension of individual to be contacted for further information.

c. Coordination of Proposed Regulatory Issuances

(1) The Chief, Administrative Staff, shall:

- (a) Obtain comments from SSA(Log).
- (b) Transmit the proposed issuance to the ADD/S for approval.
- (c) Upon receipt of ADD/S approval, effect coordination within the Support Services.
- (d) If concurrences are received without comment, transmit the proposed issuance to the ADD/S for approval for the Regulations Control Staff to coordinate with DD/P, DD/I, and the Inspector General.
- (e) Forward comments received as a result of coordination within the Support Services to the initiating component for resolution.

(2) The initiating component shall:

- (a) Make every effort to resolve all comments received. Resolution of comments should be conducted expeditiously and informally; however, documentation shall be made to support instances where comments received are either modified when incorporated into a revised draft or are omitted from the revised draft altogether.
- (b) Submit to the Chief, Administrative Staff, revised drafts of the proposed issuance and new transmittal memorandum in the same manner as before (see paragraph 5.b.(2)). The new transmittal memorandum will provide for:

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1. brief, but concise, information regarding the provision or nonprovision for comments in the revised issuance;
2. recommendation as to the degree of recoordination that should be effected;
3. the name of the individual to contact for further information regarding the revised draft.

(c) Attached to the OL file copy all comments received, as well as other pertinent memoranda setting forth agreements reached or unresolved problems as a result of discussions with the commenting office.

d. Submission of Revised Proposed Regulatory Issuances

After receipt from the initiating component, the Chief, Administrative Staff, will submit revised drafts of the proposed regulatory issuance and covering transmittal memorandum to the ADD/S for approval for the Regulations Control Staff to coordinate with DD/P, DD/I, and the Inspector General.

e. Resolution of Comments Received from External DD/S Elements

Comments or nonconcurrences of DD/P, DD/I, and the Inspector General, received through channels, will be resolved in accordance with paragraph 5c(2) above.

FOR THE DIRECTOR OF LOGISTICS:


Acting Chief, Administrative Staff

Attachment:
Reference (b)

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